



Classification: Associate Energy Specialist (TED)	Position No. 5700-4056-004
CBID: R10	Office: Renewable Energy
Date Prepared: February 1, 2019	Division: Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction of the Electric Generation System Specialist III, the Associate Energy Specialist (TED) independently performs responsible, varied, and complex technical and analytical work at the full journey person level. The incumbent will support Renewable Energy Division (RED) technical leads by providing support in efforts to ensure that the Energy Commission satisfies its roles and responsibilities in implementing the Geothermal Grant and Loan Program and other RED responsibilities, including the bi-annual update of Renewable Energy Tracking Progress Brief.

The incumbent will manage varied and complex RED tasks, contribute to economic and technical analyses, research and provide written material, primarily figures and tables, for reports and presentations, communicate periodically with energy industry representatives, develop and maintain analytical and reporting tools needed to support the division's implementation of renewable energy program changes, and work as part of a team environment under the guidance of the unit supervisor and technical leads.

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, spreadsheets, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 35% Perform moderately complex analyses necessary for implementing the Geothermal Grant and Loan Program under the direction of the Unit Supervisor and Technical Lead; with careful attention to detail, review and analyze invoices and deliverables; contribute to website updates; assist in preparing and implementing solicitations; conduct geothermal-related research; develop tools and processes to support operations and streamlining of the Geothermal Grant and Loan Program's functions. (E)
- 25% Assist in the development of components of the bi-annual Renewable Energy Tracking Progress brief and other information requests under direction of program area technical leads. This will entail researching, collecting, and analyzing renewable energy information and data; developing figures and tables; learning about and articulating details of renewable energy markets and issues associated with incorporating large

DUTY STATEMENT

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amounts of renewables onto the electrical grid (battery storage), responding to data requests; and communicating with stakeholders. (E)

- 25% Assist in the development and maintenance of reporting and analysis tools, analytical techniques, and business processes needed to implement renewable energy office programs including the Power Source Disclosure Program and Renewables Portfolio Standard. Use those tools to provide necessary information and analytics to policymakers and key stakeholder groups. (E)
- 10% Assist in setting up and running Energy Commission stakeholder meetings, workshops, and conferences and in preparing presentations and stakeholder comments as needed. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> Vacant Date Associate Energy Specialist (TED)	<div style="border-bottom: 1px solid black; width: 100%;"></div> GINA BARKALOW Date Electrical Generation System Specialist III